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11 September 1958

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer

SUBJECT : Weekly Activities Report No. 27
Instructional Services Branch
1 August - 9 September 1958
*September*I. SIGNIFICANT ITEMS

None

Document No. 159 5NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 15 March 1978II. OTHER ACTIVITIES

A. Film Production

1. Supervision Films

DDSV

This series of 3 films has now been reviewed and accepted [redacted] All three films have been used in class room situations and the response to them by students has been good. It appears that they will succeed in accomplishing their training mission.

2. Suggestion Awards Film

25X1

DDSV

The footage which was shot of the ceremony in the Director's conference room on 24 July was shown to [redacted] and several members of his staff on 9 September. It was well received and [redacted] was enthusiastic about incorporating it into the forthcoming Awards film. It was tentatively planned to give priority to this production but it now appears that at least one more month will be required on scripting. In view of this development, production will commence immediately [redacted] is out of town but he will be informed of this development immediately upon his return.

25X1

3. [redacted]

X1

Final script conferences will be held immediately in order that shooting can commence as soon as possible. It is planned to shoot all exterior scenes first and

25X

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then finish up on the sound stage [] It is estimated that 6 weeks of actual shooting time will be required, however shooting cannot commence until all props are secured and casting is accomplished.

4. DDI and Security Films

Nothing to report.

B. Miscellaneous

1. []

public works personnel have been most helpful in performing work on the stage which was not covered by the contract. The stage will be ready for use as soon as the electrical work is completed, which will be done by station personnel within the next 2 weeks.

2. C/ISB met [] to discuss security problems of the Film Unit while on outside locations. [] was requested to investigate the possibility of:

a. Shooting in the Washington Area as true Agency employees without benefits of cover.

[]

[] advised C/ISB that this procedure is acceptable to the Office of Security.

C. Visual Aids Section

Nothing to Report.

D. Audio Aids Section

[] is on extended sick leave.

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25X1

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